

Request for Proposals

West Lafayette Cumberland Park Indoor Recreation and Aquatics Center Viability Study



CITY OF

WEST LAFAYETTE

REDEVELOPMENT COMMISSION

Contact:

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Release Date: July 19, 2017

Deadline for Questions: August 4, 2017 – 4:30 p.m. (EDT)

Questions must be emailed to ecarlson@wl.in.gov

Subject Line: "Rec Center Q&A"

Deadline for Proposals: August 16, 2017 – 8:30 a.m. (EDT)

Notification of Award: September 20, 2017

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About Us

The City of West Lafayette's Parks and Recreation Department recently completed a year-long process to draft a five-year [Parks and Recreation System Master Plan](#) (Master Plan) which set out a number of priorities for the next half decade to continue the Department's history of excellence and service to our community. The [top priority](#) resulting from the study is for the City of West Lafayette to construct an Indoor Recreation and Aquatics Center for use by the community. The project will be funded and overseen by the West Lafayette Redevelopment Commission (RDC), a body of residents that works with City government to aide in the thoughtful growth of the community and administers the City's five Tax Increment Finance (TIF) Districts.

The City of West Lafayette has seen exponential growth in the last few years. At the dawn of the decade, the US Census counted a population of just 29,596. However, by 2015, the census estimated 45,550 permanent fulltime residents, not including most of Purdue University's 40,451 total undergraduate and graduate enrollees. While many of these residents became citizens through annexation that brought the Big Ten University into the city proper, the RDC, the City's Administration and the West Lafayette Parks Department have a strong desire to see that the Parks' System serves the community.

Given the work of the Master Plan and the finances of the RDC's TIF districts, it has been determined the best location for the Indoor Recreation and Aquatics Center is at the corner of Salisbury Street and Kalberer Road in Cumberland Park.

As the TIF District is located in an area covered by two school districts (West Lafayette Community School Corporation and Tippecanoe School Corporation), the aquatics facilities of this building will be able to host competition events for both West Lafayette High School and William Henry Harrison High School.

It is expected that this project could post bonds by the end of 2018 for construction to begin in 2019, if not sooner.

Submittal Requirements

(please follow this order)

- Cover letter
- Firm Background – including lines of service
- General Approach – to Projects and Firm Philosophy
- Similar Projects Completed – Include Electronic Versions of Final Deliverables (Dropbox, SharePoint, etc., Flash Drive or CDR Acceptable)
- References
- Project Team

For the section, please include:

- Biographical sketch of each team member, their title within the firm and date of employment
 - Identify the role of each team member for this project – including client's main point of contact
 - Identify the total percentage of work each team member is anticipated to complete for this project
 - Identify each team member's hourly rate
- Subcontractors – if subcontractors are utilized, please include subcontractor information relating to Firm Background, General Approach, Similar Projects Completed, References and Project Team in this section
- Approach to Scope of Work
- Scope of Work – if subcontractors are utilized, please note on each task which part(s) of the team (prime or sub) will be completing the task
- Timeline via Gantt Chart
- Acknowledgements
 - Ability to Complete Project on Time – ***Project must be completed by end of March 2018, if not sooner.***
 - Verification of Seeing Any and All Addendums to this RFP
 - Ability to Meet Requirements of Standard Contract Included at end of Request for Proposals
- **Cost (not to exceed \$100,000)**

Please break down cost accordingly

 - Cost estimated per task (not including travel, travel time, expenses)
 - Travel Time
 - Expenses (travel, hotel, car, meals, etc.)
 - Total Cost

Format

Five hard-copy responses and a PDF version on a flash drive must be submitted by 8:30 a.m. (EDT), August 16, 2017. **Please seal all submittal documents in a separate interior envelope or box** labeled “Response City of West Lafayette Cumberland Park Indoor Recreation and Aquatics Center – Request for Proposals.”

Documents received following that date and time will not be considered.

Responses are to be sent to:

City of West Lafayette Department of Development
Attn: Redevelopment Commission, City of West Lafayette Cumberland Park Indoor Recreation and Aquatics Center Viability Study – Request for Proposals
222 N. Chauncey Ave.
Room 102
West Lafayette, IN 47906

Scope

The City of West Lafayette is looking to contract with an experienced project team from an established firm(s) with expertise in the development of Recreation and Aquatics Centers. Team(s) must have engineering and architectural abilities to accurately determine a price to construct an Indoor Recreation and Aquatics Center that will meet the needs of the community today and well into the future.

Final Deliverables are to be completed by no later than March 31, 2018. Proposals suggesting a shorter timeline will be welcomed.

Areas of Need

The following list – in no particular order – outlines topics seen as potential subjects to be addressed by the Needs Analysis.

- Capital Costs
- Operations and Management Planning (Business Plan)
- Conceptual Plan for Spaces for All Facets of the Facility: Recreation, Aquatics, Offices, Classes and others as determined during the process
- Parking
- Use of Land
- Design of Land
- Stakeholder Involvement
- Incorporation of Technology Within the Building
- Communications with the Public as a Whole During this Process

City of West Lafayette Provisions Required in All Contracts

This section is included as a courtesy to give advanced notice of requirements on all city contracts. Please acknowledge ability to meet these requirements in the Acknowledgments section of your proposal.

Prevailing Party – Attorney Fees

Notwithstanding any term or condition in this Contract to the contrary, in the event litigation is commenced to enforce any term or condition of this Contract, the prevailing party shall be entitled to costs and expenses of litigation including a reasonable attorney fee.

Engaging in Activities with Iran

By signing this Contract, **[Selected Respondent]** certifies that it is not engaged in investment activities in the country of Iran as set forth in I.C. 5-22-16.5.

E-Verify

[Selected Respondent] shall comply with E-Verify Program as follows:

a. Pursuant to IC 22-5-1.7, **[Selected Respondent]** shall enroll in and verify the work eligibility status of all newly hired employees of **[Selected Respondent]** through the E-Verify Program (“Program”). **[Selected Respondent]** is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists.

b. **[Selected Respondent]** and its subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that **[Selected Respondent]** or its subcontractors subsequently learns is an unauthorized alien. If **[Selected Respondent]** violates this Section 7(b), The City of West Lafayette shall require **[Selected Respondent]** to remedy the violation not later than thirty (30) days after The City of West Lafayette notifies **[Selected Respondent]**. If **[Selected Respondent]** fails to remedy the violation within the thirty (30) day period, The City of West Lafayette shall terminate the contract for breach of contract. If The City of West Lafayette terminates the contract, **[Selected Respondent]** shall, in addition to any other contractual remedies, be liable to The City of West Lafayette for actual damages. There is a rebuttable presumption that **[Selected Respondent]** did not knowingly employ an unauthorized alien if **[Selected Respondent]** verified the work eligibility status of the employee through the Program.

c. If **[Selected Respondent]** employs or contracts with an unauthorized alien but The City of West Lafayette determines that terminating the contract would be detrimental to the public interest or public property, The City of West Lafayette may allow the contract to remain in effect until The City of West Lafayette procures a new contractor.

d. **[Selected Respondent]** shall, prior to performing any work, require each subcontractor to certify to **[Selected Respondent]** that the subcontractor does not knowingly employ or contract with an unauthorized alien and has enrolled in the Program. **[Selected Respondent]** shall maintain on file a certification from each subcontractor throughout the duration of the Project. If **[Selected Respondent]** determines that a subcontractor is in violation of this Section 7(d), **[Selected Respondent]** may terminate

its contract with the subcontractor for such violation. Such termination may not be considered a breach of contract by **[Selected Respondent]** or the subcontractor.

e. By its signature below, **[Selected Respondent]** swears or affirms that it i) has enrolled and is participating in the E-Verify program, ii) has provided documentation to The City of West Lafayette that it has enrolled and is participating in the E-Verify program, and iii) does not knowingly employ an unauthorized alien.

Non-Discrimination

[Selected Respondent] agrees:

(a) That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, or subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, religion, color, sex, national origin or ancestry, discriminate against any citizen of the State of Indiana who is qualified and available to perform the work to which the employment relates;

(b) That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, religion, color, sex, national origin or ancestry;

(c) That The City of West Lafayette may deduct from the amount payable to the contractor a penalty of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract;

(d) If there is a second or any subsequent violation of the terms or conditions of this section, then this contract may be cancelled or terminated by The City of West Lafayette and all money due or to become due hereunder will be forfeited.

CITY OF WEST LAFAYETTE
NON-COLLUSION AFFIRMATION

STATE OF INDIANA
COUNTY OF: TIPPECANOE

SS:

The undersigned offeror or agent, duly swears, under penalties for perjury, that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

Offeror (Firm)

Signature of Offeror or Agent

Before me, a Notary Public in and for said County and State personally appeared, _____, who acknowledged the truth of the statements in the foregoing affirmation on this _____ day of _____, 20 ____ .

My Commission Expires:

(written) Notary Public

(printed)

County of Residence: _____

Request for Proposal

West Lafayette Cumberland Park Indoor Recreation and Aquatics Center Viability Study

Notice is hereby given that the Redevelopment Commission of the City of West Lafayette, Indiana will receive sealed proposals until the hour of 8:30 a.m. (EDT), August 16, 2017, at the Department of Development, Morton Community Center, 222 N. Chauncey Ave., Room 102, West Lafayette, IN 47906. After said time, all proposals will be taken to the Redevelopment Commission Members and will be publicly opened. Proposals received after said time will be returned unopened. No oral, email, facsimile, or telephone proposals or changes to proposals will be considered.

The Request for Proposals is available on the City website at www.westlafayette.in.gov or at the Department of Development. Questions regarding the Request for Proposals should be directed to Erik Carlson, Director of Development, at ecarlson@westlafayette.in.gov or phone (765) 775-5160.

The Redevelopment Commission expressly reserves the right to reject any or all proposals and waive irregularities.

Publish: July 24 and 31, 2017